



Job Opportunity

State Controller's Office

Position: Associate Accounting Analyst/Accounting Analyst/Accountant Trainee (pending Hiring Freeze Exemption approval)

SCO Only

Location: Accounting and Reporting
3301 C Street, Suite 500, Sacramento, CA 95816

Issue Date: 03/08/04

Final Filing Date: 03/19/04

Contact/Telephone:

Sylvia Brown, (916) 445-7684

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. Please provide proof of list eligibility with application.

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-4588-083
051-420-4582-XXX
051-420-4179-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of an Accounting Administrator I (Supervisor) in the Bureau of Accounting, and utilizing a knowledge of State laws, fiscal accounting rules and regulations contained in the State Administrative Manual, the Uniform Codes Manual, governmental accounting principles, and procedures prescribed by the State Controller's Office, the incumbent will perform accounting duties necessary to maintain accounting control records of the State's central control accounting system comprised of approximately 900 different funds and about 122,000 different accounts.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Analyze for compliance with various accounting rules and regulations, the accounting documents submitted by state agencies. Based on analysis, prepare the appropriate accounting instruments issued by the State Controller's Office such as journal entries and/or transfer of funds.
- Analyze appropriateness of transaction requests submitted by state agencies. Verify that documents are prepared in accordance with existing codes, appropriation availability, and authorized expenditures. Communicate with agency regarding whether or not request can be honored, and provide solution if it cannot be.
- Analyze legislation for its affect to control accounting procedures. Based on analysis, establish new control accounts or revise existing ones.
- Communicate with accounting personnel from state agencies on an on-going basis to resolve complex accounting problems and explain rules and/or procedures.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Attn: Sylvia Brown